



# Sport Club Constitution Outline

## Why and When

The purpose of an organizational constitution is to ensure efficiency, fair and equal considerations, and clarification and continuity in the regular operations of the group. Each student group should have standard operating principles and procedural rules, which this document merely states in writing. Each time new officers are elected, the constitution should be reviewed to ensure it is up to date.

## What

These guidelines are designed to assist organizations in their formation and anticipation of future problems. The constitution should be tailored to the organization's specific needs. In addition, student organization constitutions shall be drafted to ensure all members and activities are in accordance with University policy to avoid future conflict. If the constitution is not in accordance with these guidelines, the Department of Campus Recreation will ask the club to resubmit a draft that has the proper changes.

Please note: club activities may be suspended/limited until proper changes have been made.

Listed below are the component parts of the constitution, which must be included. Specific article numbers may vary from group to group, but all the information must be included. If the clubs require any further assistance in drafting the organization's constitution, please contact the CoSpo Staff member over the club.

## Sport Clubs Sample Constitution

This sample constitution structure is provided to fully explain each section of the document in order to aid your organization in getting off to a good start and maintain proper standing with the University.

### Title

Constitution should be entitled "Constitution of [official name of the organization]"

### Preamble

Should state the full, official name of the organization as well as the purpose, aims, and functions of the group.

### Article I - Membership

Eligibility to be a club member.

- A. **This section must be written exactly as follows (with the exception of groups that are exempt from Title IX):** Participation in the proposed organization must be without regard to arbitrary



consideration of the classes designated as "protected classifications" in PPM 3-32 [https://www.weber.edu/ppm/Policies/3-32\\_DiscriminationHarassmentandSexualMisconduct.html](https://www.weber.edu/ppm/Policies/3-32_DiscriminationHarassmentandSexualMisconduct.html) (Where groups are designated as "women's," "men's" or "coed," include language stating that notwithstanding the above statement, this group has been designated as [insert name], which designation has been approved by the University.).

- A. State the limitation of membership, if any, including maximum or minimum limits. A group or organization cannot qualify as a student group or organization unless all of its officers and 80% of its members are currently enrolled at Weber State University
- B. State the different classes of membership and the requirements for and rights of each class, if any.
- C. State the procedure for selection and revocation of membership. For example, "How does the organization admit or remove persons from membership?"
- D. Are there requirements for attendance at practices? State number of practices/week and length of practices.
- E. Are there requirements for game competition participation? State approximate number of games/competitions per season.
- F. Are there requirements for club meetings? State number of meetings expected per season and length of meetings.
- G. Number of academic credits required.
- H. League or Association dues / amount / date due/who pays this?
- I. State parameters of eligibility of non-students.
- J. Other requirements?

## Article II – University Compliance

**This section must be written as follows:** This organization shall comply with all Weber State University regulations, and local, state, and federal laws.

## Article III – Club Leadership/Executive Officers

- A. State the title of all officers. What are the duties and responsibilities of each?
- B. What are the requirements for executive officers (i.e. GPA, experience)? What other requirements are the club looking for in officers? Who is eligible to run for office?
- C. How long do officers serve? When do they take office? When do they turn over their office? Do past officers have a specific role in the organization?
- D. Will Executive Officer meetings be held? How often? Who calls the meetings? How are decisions made at these meetings?
- E. How are officers elected or selected?
- F. What is the procedure for removing a person from office?
- G. Responsibility of leadership member
  - i. President (must be a student)
  - ii. Vice President
  - iii. Secretary
  - iv. Treasurer
- H. When does the election take place for board members
- I. Responsibilities to consider:
  - i. Keeping advisor current on organization activities
  - ii. Calling general and Executive meetings, developing meeting agendas



- iii. Presiding in the absence of the President
- iv. Maintaining lists of organizations members
- v. Developing and maintaining organization budget
- vi. Maintaining records of organization spending

## Article IV – Advisor

The club advisor must be a faculty/staff member of Weber State University.

- A. Is the Advisor the Competitive Sports Coordinator or another faculty/staff members of Weber State University?
- B. If not the Competitive Sports Coordinator:
  - a. How is the Advisor chosen?
  - b. What are the responsibilities and duties of the advisor?
    - i. Advisor responsibilities should include being familiar with the Sport Clubs handbook, keeping the Club Leadership informed of university policies as it pertains to club activities, and to serve as a resource for the well-being of the club.
    - ii. How is the Advisor chosen?

## Article V – Meetings

- A. Are there regular membership meetings? If so, how often will regular meetings be held? How are they advertised? Who has authority to call meetings?
- B. Who sets the agendas for meetings? What rules of order are followed?
- C. How are emergency or special meetings called? Who has the authority to call these meetings? How are members notified of these special meetings?
- D. How is attendance recorded for meetings (if necessary)?

## Article VI – Elections

- A. When and how frequently will elections be held?
- B. How are people nominated to run for office?
- C. Is voting by secret ballot or open show of hands? What percentage of members must be present and voting for a candidate to be elected?

## Article VII – Non-Hazing

**The section must be written exactly as follows:** Hazing is strictly prohibited. Hazing shall be defined any conduct occurring on or off the Weber State University campus, by one person alone or acting with others, which subjects another person to abuse, degradation, intimidation, or endangers the mental or physical health or safety of the person as a condition of association with a club, regardless of the person's consent or lack of consent.

## Article VIII – Dues and Budget

- A. Are dues charged by the organization for membership? If so, what amount, how is the amount determined, and when is payment due?
- B. How often are dues collected? What happens to members who haven't paid dues by the deadline?
- C. State that dues are to be paid at the Campus Recreation Office (cash, check, credit card).



- D. Who creates and maintains the club's budget? How often is the budget revised?
- E. How much are membership dues? Are there various levels of memberships which alters the dues structure? How is the amount determined?
- F. How often are dues collected? Is there a payment plan option? What are those deadlines? What happens to members who haven't paid dues by the deadline?

### **Article IX – Finances**

- A. Who is in charge of financial affairs such as budget tracking?
- B. What type of financial maintenance will the group utilize?
- C. What happens to the remaining money if the group dissolves?

### **Article X – Tuition Waivers**

- A. How does the club decide recipients?
- B. What additional things must a recipient do?
- C. How amounts are determined per student.
- D. Requirements to keep tuition waivers/scholarships.

### **Article XI – Coaches (if utilized)**

- A. How are coaches selected?
- B. Policy and procedure to select a coach (the coach should be selected by the club's Leadership with input from the club's Advisor).
- C. Policy and procedure to dismiss a coach if necessary
- D. Expectations for the coach (the coach is to be familiar with the Club Sports Handbook, provide instruction of the team, prepare the team for competition, and to uphold all university and club sports policies).

### **Article XII – Amendments**

- A. How will all eligible voting members be notified of proposed amendments (i.e. announcements at meetings, email, postings, etc.)?
- B. What vote is required to ratify an amendment (i.e. 2/3 or 3/4 of total or present members)?
- C. Once approved by the organization, all constitutions with amendments must be submitted to the Competitive Sports Coordinator/Manager.

### **Article XIII – Constitution Approval**

The constitution will be presented to the membership of the club at the club's first meeting and will be approved by majority vote of the whole membership of the club.

- A. If any member of the club feels a change needs to be made to this constitution, it will be submitted in writing to the President of the club. The amendment will then be voted on by the club's Leadership. If the amendment receives a majority vote of the club's Leadership, it shall then be presented to the membership of the club. If the amendment is approved, it shall then be officially added to this Constitution.
- B. Any additional bylaws, rules, or regulations to be added to this constitution must first be approved by the club's Leadership by majority vote, followed by a vote by the membership of the club. If it is favored by two-thirds or more of the membership of the club, it shall then be added.



- C. Somewhere on your final constitution, perhaps at the end, please note when the constitution was accepted, by how many votes, etc. A sample statement might read as follows: This constitution was presented before the 2008-09 club membership on \_\_ (date) \_\_\_\_, with \_\_ (#) \_\_ of \_\_ (#) \_\_ members in attendance. Upon tally of votes, \_\_ (#) \_\_ voted in favor and \_\_ (#) \_\_ voted against. This constitution was thereby \_\_ (accepted/rejected) \_\_\_\_, as witnessed by \_\_ (name) \_\_ with the leadership position of \_\_ (position) \_\_\_\_.